



NIMAC Procedural Updates and Reminders for Vendors—May 2008

We ask for your cooperation with all NIMAC batch load procedural updates below in order to avoid delays in processing and/or rejection of your submission.

Please carefully review and follow ALL of the guidelines below for every submission.

1. NEW Batch Submission Guidelines

- **Batch deliveries should consist of 50 to 100 file sets.**
- **Vendors should deliver no more than one batch per publisher, per week. Submitting multiple small batches over the course of a few days leads to processing delays. Files are loaded more quickly when a single weekly batch is submitted.** Instead of posting a trickle of titles over the course of several days to your FTP folder, instead post these titles in a single weekly submission.
- **At the same time, please do not wait until you have completed several hundred titles before submitting files.** Lengthy delays have resulted when we have received large batches containing numerous metadata errors. Resubmission to correct errors creates double work for everyone involved, and leads to significant delays in making files available in the repository. Sending batches of the prescribed size makes it more likely that we can catch an error BEFORE several hundred files are affected by the same mistake.

2. NEW ALERT Regarding Batch Notifications

- Inadequate batch load notification from some vendors is causing processing delays. **Please note that OverDrive will no longer attempt to process batches that are not accompanied by the required notification until all required information is provided.**
- **Notifications must be sent for EVERY batch (FTP or DVD) to FTPNIMAC@privatereserve.com upon delivery of files.**
- **Please include ALL of the following required information. Failure to include these details will result in rejection of the batch:**
 - a) **The full name of the publisher and number of titles included in the delivery (in the Subject line of the email)**
 - b) **A complete list of all files included in the delivery**
 - c) **Your NIMAC Private Reserve Login ID**
 - d) **FTP Folder name (if submitting via FTP) where you have stored the files**
 - e) **Your FTP Login ID**
 - f) **Whether titles are 'New' titles or 'Resubmissions' to the NIMAC (Note: If you are submitting corrected files, do not submit another Excel sheet as metadata records already exist in the system for the items.)**

3. NEW ALERT Regarding Metadata Excel Sheet

- Significant delays have resulted from some vendors submitting incorrectly formatted batch metadata, or metadata in an Excel sheet that is not the template provided by us.
- **Batch Metadata must be supplied using the Excel Metadata Template provided by OverDrive and NIMAC. If you are not sure whether this is what you are using, please**



discard what you have and download the template from the Support tab of the NIMAC Publisher portal.

- **DO NOT create your own metadata template and please do not modify or alter the provided template in any way (for example, do not delete unused columns).**
- **Non-compliant metadata will result in processing delays and may result in the rejection of your batch upload delivery.**

4. NEW ALERT Regarding Batch Metadata Formatting

- **Metadata must also be correctly formatted in order to ensure that the metadata load is successful.** OverDrive has spent a significant amount of time in recent months “massaging” incorrectly formatted spreadsheet data so that it can be loaded into the system. Due to the high volume of submissions, they are no longer able to provide this service. Please review the documentation to ensure that you are correctly submitting the data. The Excel spreadsheet template includes detailed information on how to correctly format data for every field.
- If you need basic information regarding metadata requirements and batch submission procedures, the **NIMAC Metadata Guidelines** document can be found at the NIMAC web site (www.nimac.us). Procedural information is detailed in the guide **Supplying Content Files & Metadata to the NIMAC Repository**, in the section **Batch Upload to the NIMAC Repository-Content Files & Metadata**. That guide is available for download from the 'Support' tab of the NIMAC Publisher portal.
- **If you need assistance or have ANY question regarding metadata requirements, please contact NIMAC staff at 877-526-4622 or nimac@aph.org.**
- **Non-compliant metadata will result in processing delays and may result in the rejection of your batch upload delivery.**

5. NEW ALERT regarding PROOFREADING of OPF and Excel metadata

- **NIMAC continues to receive a high percentage of file sets with typographical errors and/or omissions in required metadata fields.**
- To avoid the delays and extra work involved in resubmission, **PLEASE PROOFREAD ALL OPFs and Excel metadata** before submitting your files.
- See the **Vendor Metadata Checklist** for additional information.

6. NEW ALERT Regarding FTP Folders

- **Do not overwrite or remove any files from your secure FTP folder.** OverDrive will remove files once they have been completely processed or if an error has been found. Overwriting and/or removing files will require OverDrive to request re-delivery of files.

7. NEW ALERT Regarding Corrupt Zip Files

- **The receipt of corrupted zip files is causing significant processing delays. We ask for your assistance in assuring that corrupted zip files are not submitted for batch load.**
- **After zipping a NIMAS file set, please open the zip file to test to make sure that files were not corrupted during compression.** If files were corrupted during compression, this will allow you to catch the problem before you submit the file, so you can try the archiving again.
- **Delivery of corrupt ZIP files results in processing delays and may result in handling fees.**



8. VALIDATION REMINDER

- **You must validate the OPF and XML files for each title prior to delivery by running the files through the NIMAC Validation Wizard.** The Wizard is available for download from the 'Support' page of your NIMAC Private Reserve Account. Delivery of invalid files will result in processing delays and may result in handling fees.

9. DVD Submission Reminder

- **For titles 1 GB and over, please continue to submit these files via DVD rather than FTP.** Please note that files smaller than 60 GB may be uploaded directly to the NIMAC system.

10. NIMAS File Size Reminder

- Large files take considerably longer to transmit, load to the system, process, and download by end users. If the size of a ZIP file can be reduced without compromising compliance with the NIMAS standard, please take steps to reduce file size to ensure faster upload to the NIMAC and faster downloads for NIMAC staff, AMPs, and AUs.

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TOP FIVE RECENT METADATA PROBLEMS

1. **NIMAS File Creation Date:** This date refers to the creation of the NIMAS file set, NOT the date you fill out the Excel sheet. The dates included in the Excel sheet MUST match your OPFs.
2. **nimas-SourceDate and DCTERMS.date.issued:** These two elements both refer to the year of print book publication. They must match. They should also refer to the year that the current edition was published, not the most recent printing date.
3. **Putting the publisher's name in the Series element in the OPF:** The element `DCTERMS.relation.isPartOf` should only ever be used to include series information. Please do not use it for the publisher's name.
4. **Publisher name:** We ask that you consistently use the name format your publisher has chosen for the imprint. Not consistently using the standard name leads to duplicate publisher listings in the search interface. If you don't know how your publisher has established the name, call us, or look in the NIMAC public search interface publisher list and you can quickly find out.
5. **State edition errors:** In several recent cases, vendors have either failed to identify state editions as such in the metadata, or they have erroneously included state edition metadata for national editions. Please ask the publisher if you are uncertain as to whether the book is a state edition.

Please contact the NIMAC should you have any questions regarding these procedures or other metadata issues at nimac@aph.org or 877-526-4622.